



DEPARTMENT OF THE NAVY
BUREAU OF NAVAL PERSONNEL
5720 INTEGRITY DRIVE
MILLINGTON TN 38055-0000

BUPERSINST 1700.22B
PERS-00M
16 Dec 2002

BUPERS INSTRUCTION 1700.22B

From: Chief of Naval Personnel

Subj: SAILOR OF THE YEAR (SOY) PROGRAM

Ref: (a) OPNAVINST 1700.10K

1. Purpose. To provide Bureau of Naval Personnel (BUPERS) and its field activities (less Commander, Navy Recruiting Command (COMNAVCRUITCOM)) eligibility criteria and guidelines for submitting nominations for the Sailor of the Year (SOY) program. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. BUPERSINST 1700.22A.

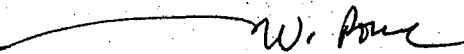
3. Background. This program is open to all active duty personnel in paygrades E-4, E-5, and E-6. Personnel selected for E-7 are ineligible. A member serving on temporary addition duty (TAD) should be considered along with other personnel from the member's permanent duty station.

4. Action. Each BUPERS Field Activity (less COMNAVCRUITCOM) may submit SOY nominations (one per activity) to BUPERS (PERS-00M) by the last Friday in February. All nominations must meet eligibility requirements and be submitted in the format required by reference (a). BUPERS will conduct a screening board during the second week in March to select the BUPERS/Field Activity SOY who will compete for the Naval Shore Activities SOY.

5. Selection Factors. The screening board will consider, but not be restricted to, the following factors as observed during the past year:

- a. Performance.
- b. Leadership.
- c. Military appearance.

- d. Behavior.
 - e. Meritorious or commendatory achievement above the scope of duties.
 - f. Educational accomplishments.
 - g. Participation in civic/community affairs.
 - h. Adaptability.
6. Coordination. BUPERS (PERS-00M) is the point of contact for this program at Comm (901) 874-3030/DSN 882. SOY screening board membership will be coordinated by BUPERS (PERS-00M).
7. Recognition. BUPERS/Field Activity SOY will receive a Navy Commendation Medal (NCM) and the runners-up will receive Navy-Marine Corps Achievement Medals (NAMS).


MURRAY W. ROWE
Deputy Chief of Naval Personnel
Acting

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